

## **Section 1: Collection and Reference**

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## **COLLECTION DEVELOPMENT POLICIES**

The purpose of the following is to provide the guidelines by which the staff of Lincoln Township Public Library both selects materials and maintains its collection. The library is located in Southwest Michigan and serves Lincoln, Royalton, and Baroda townships, as well as patrons from other communities with which we have appropriate reciprocal borrowing agreements. It is important to have such a written policy, both to assist staff as to how best to serve the needs of the community and for patrons to know how their library meets their needs. Staff or patrons may refer to our policy should any questions or issues arise.

## **SELECTION OF LIBRARY MATERIALS**

The library will purchase appropriate library materials, newly published and published in the past, which best satisfy the clientele of the library community within budget and space limitations. Selection of materials will be made from standard lists and reviewing agencies recognized by the professional library associations. Other appropriate media outlets, as well as library staff and patrons, may also be consulted in the selection of materials.

An attempt is made to buy books with regard to the differences in education, interest, and needs of all age groups. Appropriate adult services staff is in charge of adult fiction and nonfiction, music, and movies; teen staff is in charge of teen materials; and children's staff is in charge of children's materials.

Books in the adult collection are selected for mature readers. An effort is made to see that all sides of controversial topics are represented. The library accepts the responsibility to maintain the democratic principles expressed by the American Library Association in both the Library Bill of Rights and The Freedom to Read statement.

Separate collections are available to children. The Library's role is to select diverse, quality materials that will challenge, interest and intrigue children. Staff members are available to assist children and their caregivers with recommendations based on the family's personal criteria. Lincoln Township Public Library is a public library; therefore, it houses materials suitable and of interest to all segments of the community. In partnering with the Library to secure the best experience possible for their child, it is important that parents review appropriate material to be borrowed by children.

The Lincoln Township Public Library is not a research library. Library staff may help patrons find specialized material or material for which there is only an occasional demand through interlibrary loan.

For all types of materials, special consideration will be given to local authors and artists, and to materials that are especially relevant to our area.

### *Criteria for selection of non-fiction books:*

- Qualification of the author in subject field
- Scope and authority of subject matter
- Quality of writing
- Suitability for the intended audience
- Date of publication
- Reputation of publisher
- Arrangement of materials (index, bibliographies)
  - Relationship to collection (whether the library needs more information on this topic)
- Price
- Patron demand and recommendations

### *Criteria for selection of fiction books:*

- Literary merit
- Style
- Appeal: popular, limited

- Characterization: constructive true portrayal of character and life
- Relationship to collection, i.e. genre (need)
- Publisher
- Price
- Patron demand and recommendations

*Criteria for selection of periodicals and newspapers:*

Periodicals and newspapers are purchased to supplement the book collection, provide material not yet available in book form, provide recreational reading, furnish professional reading for the staff, and aid in book selection. Other criteria for selection include:

- Authority and objectivity
- Indexed in standard periodical indexes
- Local interest
- Frequency of demand

*Criteria for selection of movies:*

The library shall purchase movies in DVD format. In general, the focus of the collection will be education, instruction, and entertainment. Criteria for selection include:

- Authenticity
- Appropriateness for the intended audience
- Technical quality
- Achievement of stated purpose
- Creativity and appeal
- Price
- Relationship to collection
- Patron demand and recommendation

The classifications of purchase of DVDs will usually be G, PG, or PG-13.

At this time, Blu-Ray and other formats are not being considered for purchase. The staff may purchase other formats, in combination with DVD, if purchasing such a combination package is the only way to obtain a particular movie.

Youth and American television series will occasionally be considered for purchase as the budget allows. Since PBS and foreign TV series have limited availability to patrons, they are more likely to be considered.

*Criteria for selection of audio music:*

Recorded music by established performers shall be purchased for the collection, for both children and adults. Criteria for selection include:

- Authenticity
- Appropriateness for the intended audience
- Technical quality
- Lasting value of content
- Pertinence to library, community or collection needs

- Price
- Patron demand and recommendation

An effort will be made to maintain a collection that both reflects patron demand and features a variety of genres.

*Criteria for selection of e-books:*

The Library shall purchase e-books that patrons can access when they check out e-readers. The Library will primarily purchase adult fiction and teen fiction.

Within budget constraints, staff shall purchase titles taking into consideration the following:

- Publication date
- Newer books will get more consideration for first-time library purchase
- Popularity of author/title - can buy these along with print copies
- Whether the book is part of a series
- Whether it is more cost-effective to buy the e-book format instead of the print book
- Whether the book is also available in print or other formats

The library's other criteria of selection of materials will also apply.

### **BOOK/MAGAZINE GIFTS AND DONATIONS**

Donations, upon receipt, become the permanent property of the Library. Appropriate utilization or disposal of donations will be determined according to the selection policies and at the discretion of the library. The donor is responsible for establishing the value of the donation for tax purposes.

All kinds of material are accepted with the following exceptions:

- No Reader's Digest Condensed Books
- No textbooks
- No magazines over 3 years old
- No encyclopedias over 3 years old
- No books with mold or mildew

Gifts and donated items that are not added to the collection may be put up for sale by Friends of the Library or may be otherwise disposed of as appropriate.

### **WEEDING OF LIBRARY MATERIALS**

While it is important that the library supplies an ample collection of materials, the library should also provide materials that are relevant, in demand, and of good quality. Further, physical space limits the quantity of materials that the library can house at any given time. Therefore, library staff shall periodically evaluate the materials that the library owns and consider removing some items from the collection. Factors in deciding what to remove shall include:

- Condition of the item and whether it is worth trying to repair
- Currency, accuracy, and relevance of the information
- Whether a new edition of the same item has since been released
- Collection need (whether we have too much on a topic, or do not need anything at all)
- Patron demand (how often it has recently been checked out, or is likely to be checked out in the future), with special focus on duplicate copies
- Amount of space available for shelving materials
- Availability and quality of similar or alternative materials
- Availability of a replacement or obtaining the item through interlibrary loan if necessary

Local history items, or items that are otherwise especially relevant to our community, shall be given special consideration for remaining in the collection.

**RECONSIDERATION OF AN ITEM**

Any patron of the Lincoln Township Public Library may request that the inclusion of a particular book or material in the collection be reconsidered. Patrons will be asked to fill out a "Request for Reconsideration of a Book" form. This completed form, along with similar commentary on the item prepared by a library staff member, will be submitted and reviewed by a library staff committee with a recommendation to the Director. The Library Director will respond in writing to the patron within 30 days. Patrons are encouraged to recommend alternative items which meet their needs. Typically, the library will only remove an item from the collection if it is determined that it poses a direct and immediate threat to the safety and well-being of the community.

**INTER-LIBRARY LOAN POLICY**

Any patron with a valid library card from the Lincoln Township Public Library may request that an attempt be made to borrow material which this library does not own from another library. To be in receipt of interlibrary loan material the Lincoln Township Public Library patron must not have any fines of more than \$25.00.

Materials which have been published within the last six months are not available for Inter-Library Loan.

Should there be a charge from the lending library for the interlibrary loan, the patron will be notified before the transaction of the cost that he/she will be charged.

**REFERENCE AND RESEARCH**

Patron’s questions will receive courteous, prompt, and high quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the above listed fields for additional information or advice.